

**WESTWOOD FREE PUBLIC LIBRARY  
MINUTES  
BOARD OF TRUSTEES MEETING**

**MEETING DATE:** Tuesday, September 27, 2011

**CALLED TO ORDER:** AT 7:30 PM

**PRESENT:** Martha Urbiel(MU), Dennis Farrell (DF), Cheryl Chang(CC), Kelly Madden (KM), Barbara Stewart (BJS) , Diana Bedoya (DB), Felicia Brockner (FB)

DF read the Open Public Meeting Law

**PUBLIC FORUM:** No members of the public were present.

**MINUTES:** June 2011 Motion to accept \_BJS- 2<sup>nd</sup> - CC motion carried.

**CORRESPONDENCE:** - NONE

**TREASURER'S REPORT:** Read by DF Approved by a motion from FB and second by BJS.

**Bills List:** BJS asked what check number 4147 to sign company was – MU stated it was for new letters for sign CC inquired what check number 4149 was – MU for Staples to update Business Manager's equipment and software. Approved by a motion from DB and second CC

**COMMITTEE REPORTS:** None

**PRESIDENT'S REPORT:** DF, KM and MU attended Council meeting regarding parking for library and changing of traffic pattern. Council put off change because of other concerns but is also well aware of library concerns regarding this issue.

**DIRECTOR'S REPORT:** See Attached

**OLD BUSINESS:**

1. Budget –MU went before Council Finance Committee to discuss 1/3 of a mil and to promote the importance of the library in the community and the continued funding of the library.
2. Resolution to Encumber Funds – MU would like Board to encumber funds for library projects. Currently have Van Pelt Grant money waiting to be used for library improvements. Would like to encumber \$50,000 for library improvements and \$9450 for collections to add the library that Van Pelt used to cover each year. Board voted unanimously to encumber funds in this manner. The library has definite usage needs for these funds and is working on best plans to utilize the money.
3. Boiler – has been installed still waiting for company to come back to test.
4. Best practices for managing donations follow up setting up endowment fund for books – MU proposed setting up a donations fund to which patrons or companies

- could donate towards new books for library. Idea is on the table but no result as of now.
5. Meeting with architect – MU to make up list of what she sees as most important in needs of library. Will meet with architect to discuss. MU leaning towards entrance way in library for most need and biggest impact.

**NEW BUSINESS:**

1. Northvale Resolution – BCCLS requested 55 libraries make a resolution to expel Northvale library out of bccls system. All Board members were in favor of this resolution. Resolution carried.
2. Debit Card – MU would like to set up a debit card to make purchases for library so she does not need to use personal credit card. KM suggested using credit card instead as she feels this is safer. MU will look into this.
3. Trustee open house – October 2 open house in library
4. Distribution of audits – MU passed out audit reports for Trustees to review.
5. Trustees – One Board position vacant. Also- DF will check to see if Trustee Jonathan Hill is still available for Board meetings.

**MEETING ADJOURNED:** Motion to adjourn at 8:35 by BJS 2<sup>nd</sup> by KM Motion carried.